How do I place an order?

1st step: Login

First please log into the online-catalogue KAI (kai.fh-swf.de) with your ID and the password.

Figure 1: Login in KAI
2nd step: Research in KAI

Type in your search terms and check if the desired material is in our stock.

If there are no results and your desired material is not in the stock of the library you are allowed place an interlibrary loan order.

Figure 2: Research in KAI; no results

Switch to your account in KAI and select “Interlibrary Loan“ in the menu bar.

Figure 3: Your account in KAI
You are going to be transferred to the digital library (DigiBib).

Select the appropriate databases in the left column and enter in the right hand column the search terms upon which your search will be based.

To order books, CDs and DVDs, you should select the following databases: “National Library Catalogues” and “Full-Text Databases.”

For the ordering of journal articles you should select “Bibliographic Databases”, “Full-Text Databases” and "OLC-Subject Collections."

Start your search.

Figure 4: Research in DigiBib
The results of your search will be displayed. From the list you can select your desired material by clicking the “How do I get it?” button.

To make sure that the desired material is not available in the South Westphalia University of Applied Sciences click on the title of a hit. By then clicking the button “Holdings Info”, you will be shown a list of all the libraries which hold that material. Look for the symbol “Hag4”. If this is not listed, you can order the material through an interlibrary loan.

**TIP**

Always look first for hits in libraries in NRW or Rheinland-Pfalz ("Library Network NRW / RLP" and "Public Libraries NRW"):
Your order will be delivered faster!
The following overview page shows the availability of the requested material in German libraries and at book retailers. Here you can specify whether you want the entire material, or only a copy of a specific chapter.

Confirm your selection by pressing the "Order" button.

A summary of your order data will be displayed. Please indicate whether or not another edition can be delivered and whether you want to make a reservation.

- Reservation (Vormerkung) means that the material which is currently on loan to another user will be held for you once it has been returned.
- You must also specify whether your requested item can be substituted with one that may have a different type of binding (e.g. hardcover or paperback) or publication date. Click "No" if the specific year the material was published is important.
Confirm your entries by clicking the "Order" button. Please click "Order" only once, otherwise several paid orders will be issued.

Figure 7: Order summary